



COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
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Paul E. Patton
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Carol M. Palmore
Secretary

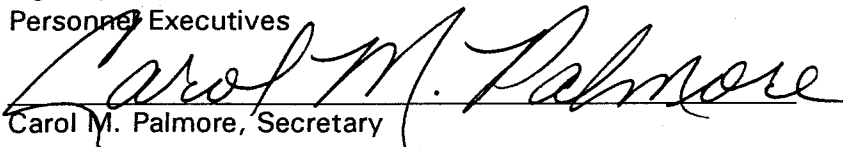
May 29, 1998

MEMORANDUM

PERSONNEL MEMO 98-5

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Attachments to Personnel Actions

Recently, the Personnel Cabinet has noted a significant increase in the number of documents attached to Written Reprimands and disciplinary actions. While we realize that K.R.S. 18A.020 requires the official personnel file to contain: "...preliminary and other supporting documentation for each action....", there are cases in which agencies have submitted documents that have little, if any, direct bearing on the action. There have also been cases in which identical documents have been submitted with the "intent to dismiss" and the final letter of dismissal. The volume of documents has created substantial problems with our imaging system and for our personnel.

After consulting with the staff of the Personnel Board, we request that agencies carefully consider whether documents submitted with written Reprimands and personnel actions are truly essential for permanent inclusion in the employee's personnel file. We believe that the volume of the attachments may be significantly reduced without offending the statute or the rights of state employees. To this end, we request your cooperation in the following areas:

- Please do not submit redundant documentation with the final dismissal letter if it has already been sent with the "intent to dismiss letter". The final letter should refer back to the documentation already supplied.
- For disciplinary cases and written reprimands in which the agency is relying on voluminous materials, we recommend that the letter contain a summary of available exhibits and advise the employee as to how and when the employee can obtain a copy.

Your cooperation with these matters would be appreciated. If you have any questions, please contact Daniel F. Egbers, General Counsel for the Cabinet at 564-4460 or Dan.Egbers@mail.state.ky.us.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D